

STATIK THE SALON INC. dba VANCOUVER HAIRDRESSING ACADEMY 2342 Granville Street Vancouver BC Canada V6H3G3 604.681.1444 info@vancouverhairacademy.com <b>This address will change after September 1, 2017</b> <b>Address TBD, but will be within 5km of the contract location</b>	PTIB Registration Number: <b>3608</b> This institution is PTIB Designated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## STUDENT INFORMATION

Student Last Name			Student First Name and Middle Name		
Student Usual First Name			Student Personal Education Number		
Student Previous Last Name (if applicable)			Student Previous First Name (if applicable)		
Student BC Mailing Address				Postal Code	
Student Permanent Mailing Address (including country) (if different from above)				Postal Code	
Student Telephone Number		Alternative Telephone Number		Student Main Email Address	
Date of Birth:				Gender	
	Y	Y	Y	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Y	Y	Y	<input type="checkbox"/> Right Handed	<input type="checkbox"/> Left Handed
	M	M	D	Referred by _____	
	D	D			

## PROGRAM INFORMATION

HAIRDRESSING			
Program Name (as registered with PTIB)			
580	26	Sept 13 2017	March 16th 2018
Program Duration in Hours	Program Duration in Weeks (or portion thereof)	Program Start Date	Program End Date
Credential Issued on Graduation	<input checked="" type="checkbox"/> Diploma	<input type="checkbox"/> Certificate	
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> On-Site	<input type="checkbox"/> Distance	<input type="checkbox"/> On-line
Language of Instruction	English		

**PRIVACY**

Under the Personal Information Protection Act students are entitled to access their student file. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.

**PROGRAM OUTLINE**

Program outline attached to contract. Please reference Appendix 1

**PROGRAM ADMISSION REQUIREMENTS**

Students must have Grade 12 or be at least 19 years of age. Students under 19 must have a parental signature on the student contract. The program is taught in English; therefore a working knowledge of English is required (both reading and speaking). Neither the student nor the institution can waive these admission criteria.

**PROGRAM COSTS**

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition ( this amount includes discounts or scholarship amounts)	<b>\$ 8000 (\$7200 if paid in full)</b>
• Registration/Application Fee ( <i>\$750 for international students</i> )	<b>\$ 250</b>
• iPad loaded with all course videos, course outline, headsheets and lectures	<b>\$ 800</b>
• Kit and tools	<b>\$ 2000</b>
• GST	<b>\$ 140</b>
• PST	<b>\$ 196</b>
<b>TOTAL PROGRAM COSTS</b>	<b>\$11386</b> <b>(\$10586 if paid in full)</b>

**PAYMENT PLAN**

Program Costs will be paid by way of cash or cheque. If paying monthly, post-dated cheques must be provided at the time of first payment, as indicated below. \$40 will be charge for NSF cheques.

Payment Amount(s)	<b>\$2636</b> This covers kit, book, taxes and first month tuition. \$1000 deposit and \$250 registration fee was paid at time of registration. Please bring post-dated cheques at this time for the below dates and amounts.	Date(s) Due:	<b>Aug 15 2017</b>
	<b>\$1500</b>		<b>Oct 1 2017</b>
	<b>\$1500</b>		<b>Nov 1 2017</b>
	<b>\$1500</b>		<b>Dec 1 2017</b>
	<b>\$1500</b>		<b>Jan 1 2017</b>
	<b>\$1500</b>		<b>Feb 1 2017</b>
<b>TOTAL PAID-</b>	<b>\$11386</b>		

## REFUND POLICY

- 1) A student may be entitled to a refund of tuition fees in the event that:
  - (a) The student provides written notice to the institution that he or she is withdrawing from the program; or
  - (b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.
- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) **Refund policy for students:**
  - (a) Refunds before the program of study begins:
    1. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
    2. Subject to Section 6(a)(1) above, if written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.
- 7) **Refunds after the program of study starts:**
  - (a) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract.
  - (b) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition due under the contract.
  - (c) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

- 8) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 9) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.
- 10) Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:
  - (a) The student must return the equipment unopened or as issued within 14 calendar days; and
  - (b) If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.
- 11) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.
- 12) Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 7 above.

#### PRIVATE TRAINING INSTITUTION BRANCH

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$4,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Training Institution Branch*. The Private Training Institution Branch (PTIB) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for designated career training institutions. A list of registered / accredited institutions can be found on PTIB's website.

PTIB also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PTIB and the services it provides, students may contact PTIB at:

203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

<http://privatetraininginstitutions.gov.bc>

[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

**This contract is legally binding when signed by the student and accepted by the institution.**

### STUDENT DECLARATION

I DECLARE THAT:

- I have read, understood, and agreed to the terms and conditions of this enrolment contract;
- I have received a signed copy of this contract;
- I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study;
- I have read , understood and agreed to the institution’s following documents and a copy has been provided to me:
  - Tuition and Fee Refund Policy
  - Dispute Resolution/Grade Appeal Policy
  - Withdrawal Policy
  - Dismissal Policy
  - Admissions Policy
  - Attendance Policy
  - Program Outline; and
  - Check all that apply:
    - Work Experience Policy
    - Prior Learning Assessment Policy
    - Language Proficiency Assessment Policy
    - Credit Transfer Policy
- The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract; and
- I hereby consent to the sharing of my enrolment and/or reporting information between the Vancouver Hairdressing Academy and Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

### INSTITUTION DECLARATION

The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study.

Printed Name of Institution Representative

Position Title

Signature of Institution Representative

Date Signed